

Special Emphasis Program Overview

Each Air Force installation has programs that address the unique and special concerns of minority, women and disabled employees/applicants. Each Special Emphasis Program (SEP), as these are called, has a program manager (SEPM) that develops and administers their SEP. The SEPMs are appointed to work with the Chief, Affirmative Employment on a collateral duty basis, spending approximately 20% of their duty time working their programs. There are usually six SEPs:

- Federal Women's Program (FWP)
- Black Employment Program (BEP)
- Hispanic Employment Program (HEP)
- People with Disabilities Employment Program (PDEP)
- Asian American/Pacific Islander Employment Program (AA/PIEP)
- American Indian/Alaskan Native Employment Program (AI/ANEP)

The SEPMs are responsible for:

- Obtaining management's support by keeping them aware of program objectives and accomplishments.
- Assisting in the development of affirmative employment initiatives.
- Identifying potential or existing problems and artificial barriers which impede the advancement of minorities and women, and recommend corrective action.
- Identifying architectural and/or transportation barriers that impede the selection or advancement of people with disabilities and offer suggestions for modifications.
- Assisting in counseling minorities, women and the disabled about career opportunities and encourage them to participate in self-development activities.
- Encouraging management to use the Developmental Opportunity Program (DOP) and job restructuring to provide opportunities for employees in lower-graded, dead-end jobs.
- Communicating to management, employees, and community organizations information which will enhance the employment of minorities, women, and disabled.
- Along with the Chief of Affirmative Employment, developing annual SEP objectives and a plan to accomplish those objectives. For instance:
 - Participating in the development of the installation budget to ensure consideration of SEP objectives and activities.
 - Publicizing the program to increase management and employees' awareness of SEP objectives.
 - Ensuring recruitment efforts include sources most likely to produce qualified minority, women, and disabled candidates and actively recruit qualified candidates for career fields where they are underrepresented.
 - Maintaining contacts with minority and women's colleges, universities, groups, clubs, and professional organizations.

You are encouraged to actively support Special Emphasis Programs and/or get involved. Employees should be released, on duty time, to serve on SEP committees and to participate in SEP sponsored activities.

Affirmative Employment Program

Affirmative Employment is designed to enhance and advance the career opportunities of minorities, women, and people with disabilities. To ensure this goal is met, Affirmative Employment Sections develop specific recruitment objectives each fiscal year. This is a combined effort between Civilian Personnel and management officials. When statistics show a particular population is under represented in a given job category, we must strive to achieve equitable representation. Supervisors at all levels must demonstrate their commitment to the principles of equal employment opportunity and exhibit complete freedom from discrimination in all other areas of personnel management.

DIVISION OF CIVILIAN LABOR FORCE

Civilian positions are divided into the following categories:

PROFESSIONAL: Positions which normally require professional education for entry into the career field. Examples would be engineers, pharmacists, community planners, guidance counselors, or meteorologists.

ADMINISTRATIVE: Positions which perform administrative or management-type work. Examples would include training instructors, criminal investigators, computer specialists, illustrators, financial administration, or public affairs specialists.

TECHNICAL: Positions which function to support the medical field or work which is technical in nature. Examples would include electronics technicians, nursing assistants, dental assistants, library technicians, education technicians, and purchasing agents.

CLERICAL: Positions which perform clerical and administrative support work. Examples would be office automation assistants, telephone operators, closed microphone reporters, secretaries, supply clerks, and mail clerks.

OTHER: Positions which are excluded from the other categories and would include positions such as security guards, U.S. marshals, and firefighters.

BLUE COLLAR: Positions which are generally blue collar in nature. These trade and labor occupations would include woodcrafters, aircraft mechanics, painters, heavy mobile equipment mechanics, laundry workers and cooks.